

# Parent Handbook



## Our Savior's Lutheran Preschool

703 Flieth Street, Wausau, WI 54401

715-845-3253

Website: [www.oursaviorswausau.org](http://www.oursaviorswausau.org)

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**2022-2023**

## **Purpose**

The educational training of children of all ages is a responsibility of parents. Our preschool program serves to honor, glorify, and praise our Lord by assisting parents in training their children to be Christ's disciples.

During these early childhood days preschool will help your child grow spiritually, intellectually, socially, physically, and emotionally in accordance with Christian truths as found in God's Word.

## **Policies**

### Admission

Our Savior's Lutheran Preschool is open to all children whose parents are interested in a Christ-centered education. Due to the classroom being "multi-age" (Preschool and Kindergarten), all preschoolers should be four years old by September 1 to be eligible for enrollment. However, three-year-olds may be admitted at the discretion of the teacher. Children must be toilet trained to enroll.

Since the Bible teaches that "God does not show favoritism" (Acts 10:34) Our Savior's Ev. Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Our Savior's does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school administered programs.

### Transportation

Student transportation to and from school is the responsibility of the parents.

## Schedule

Classes will meet Monday, Wednesday, Friday from 7:45 a.m. to 11:00 a.m. The school year will coincide with Our Savior's Lutheran School's calendar.

## Arrival and Dismissal

Parents are asked to bring their child to the preschool classroom between 7:30am and 7:40am. Class begins at 7:45am. The children will remain in the classroom until 11:00 AM. At that time, the teacher will bring the preschoolers to the outside door for pick-up. Children will only be permitted to leave with their parents/guardians unless parents/guardians have notified the teacher that other arrangements have been made. The preschool teacher will take children enrolled in ABC Day Care to their daycare teacher.

Please observe and respect our opening and closing times for your child's session. Children are to be picked up on time unless special arrangements are made with the teacher. If arrival and dismissal times do not conform to your schedule, please consider the use of ABC Day Care to meet your needs.

## School Closings

If the Wausau School District closes school due to inclement weather, Our Savior's Lutheran Preschool will also be closed. If the WSD announces a delayed start, preschool will be cancelled.

## Absences

Parents should inform the teacher of absences as soon as possible. If the teacher does not hear from the parents about an absence, she will try to contact the parents about the child's absence.

## Supplies

A regular size backpack should be brought each day. This helps to keep individual belongings together. A detailed list of preschool supplies is below.

- Backpack
- 1 plastic shoe-size box
- Pencils (6 or more)
- 1 box of 24 crayons
- 1 box washable markers
- 1 bottle of Elmer's glue
- 6-8 glue sticks
- 1 Wide-ruled notebook
- 1 pocket folder
- 1 box of Kleenex
- 1 pr. athletic shoes
- Extra set of clothes

## Snacks

There will be a snack time each day. Each child brings his own snack for the day. White milk is available for purchase at a cost of 20¢ per carton. Payment should be brought to the teacher. The teacher will notify you when your child needs additional money for milk.

## Dress

Dress your child in simple, washable play clothes because he/she will be working with paints, crayons, glue, clay, etc. It helps if clothing is easy for the child to manage on their own when using the restroom. Since we will play outside (weather permitting) please dress your child appropriately for the weather.

Provide your child with the size of boots and other outdoor clothing that can be put on with ease. Please make sure that all coats, sweaters, and winter boots are labeled.

## Educational Trips

Field trips are taken throughout the school year. A permission slip for the child to participate in and to be transported for

field trips will be filled out prior to each field trip. Car seats are required.

### Health

The state requires that an immunization card and health examination form be filled out for each child and returned the first day of school. These forms are made available in the registration folder or in the school office.

### Illness

If your child is ill, please follow the procedures below.

- 1) Keep your child at home at the beginning of his/her illness. Many illnesses are most communicable at the beginning, even before they have developed to the stage where they can be recognized.
- 2) Call the teacher before the beginning of the school day to notify her of your child's absence.
- 3) In the best interests of all our children, please report to us any communicable disease which has been diagnosed by a physician.

Should your child become ill and unable to function during the school day, we will notify you and request that you make arrangements for transportation. On the emergency card we ask you to list someone to call in case you cannot be contacted. Please make sure this information is complete and notify us if any changes occur.

### Medication

The staff must have written consent from a parent/guardian to administer any over-the-counter medication and signed permission from the child's doctor to administer any prescription medications. Forms for these purposes are available in the school office or at [OurSaviorsWausau.org](http://OurSaviorsWausau.org) Please notify us if your child is taking medication which may alter his/her behavior.

## Communication

Please feel free to call or email the teacher at any time if a question or problem should arise. We will work to resolve the matter in a Christian manner.

Acting in partnership, parents and teachers help to make preschool a good educational experience. Parent/Teacher consultations are held twice per year and are for information as well as evaluation purposes.

## Discipline

If the need for discipline arises, children will be disciplined through positive guidance, redirection, and setting clear-cut limits. Discipline will be designed to help the child develop self-control, self-esteem, and respect for the rights of others.

Children will never be disciplined in a manner that is humiliating or frightening to them or displeasing to God.

## Teacher Qualifications

Our preschool teacher has met the following qualifications as set forth by the Our Savior's Church Board for Christian Education and the Wisconsin Administrative Board:

- a) Four Year degree B.S. in Elementary education from Martin Luther College; or
- b) Four year degree B.S. in elementary education from an accredited university or college plus a religious certification from Martin Luther College.

## Fees

A non-refundable registration fee of \$50.00 per pupil per year is due at the time of enrollment. We encourage participation in our automatic payment program administered by Vanco Services. Tuition is \$185/month for 9 months. Preschool fees are separate from K-8 tuition, therefore children in the preschool program are not eligible for the multiple-child discount.

Tuition remains the same regardless of absences or vacations. Tuition payment is due the first school day of each month.

Please make checks payable to Our Savior's Lutheran School.

## Termination by the Parent

In the event that a student is withdrawn from preschool, a one-half month notice is requested and refund may be made on a half month basis.

## Termination by the School

A child's enrollment may be terminated when it can be demonstrated that the placement is inappropriate. The school may cancel enrollment for parental acts, such as, but not limited to:

- a) Failure to pay fees
- b) Failure to submit required child health information
- c) Failure to observe rules of the school relating to arrival and departure of the child.

In the event of termination, refunds are pro-rated on a per month basis.

## **Contacts**

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